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Executive Assistant/DOS

15 November 1962

CIA Records Administration Officer/DOS

## Status of Vital Records Program

1. Attached is a report on the Status of the Vital Records Program for the components of the DOS Area. There are also attached copies of similar reports that I sent, as you suggested, to the Executive Director, DCI; Executive Assistant to DD/I; Executive Assistant to DD/R; and the Chief, Systems Group, DD/P.

2. These reports are the result of the Survey made by  of my Staff to determine the status and adequacy of the Agency Vital Records Program. This survey indicated the following:

a. All Agency offices now have realistic Vital Records Deposits Schedules, with the exception of the DMR Area which will start its program soon.

b. Most Agency offices have recently reviewed and updated their Vital Records Schedules.

c. Deposits of records in the Vital Records Repository are current in most instances.

d. Some Records Officers are not included on the Emergency Rosters for their respective components.

e. Some personnel listed on the Emergency Rosters have never been to the Relocation Site and are not familiar with the operating procedures of the Vital Records Repository.

f. The DD/I Area has dispersed copies of the NIS to OGDN Relocation Site and to two other Agency locations in other parts of the United States. Further dispersal of NIS is accomplished by normal distribution throughout the USIB Community.

3. On the basis of these findings, I recommend:

a. That all components include their Records Officers on the Emergency Rosters.

b. That all personnel on the Emergency Rosters be indoctrinated in the operating procedures at the Relocation Site

with particular emphasis on the Vital Records Program. I believe the best way to provide for a continuing active Vital Records Program is to require the rotation of all personnel on the Emergency Roster [redacted] This program of rotation should be developed with the Agency Emergency Planning Officer and the [redacted]

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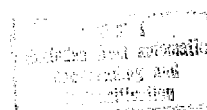
c. That consideration be given to the dispersal of other vital records for greater protection.

4. Arrangements have been made with the National Archives and Records Service of GSA to inspect space in a Limestone Mine in Missouri for the storage of some Agency Vital Records. When the feasibility of using this space has been explored a report will be submitted to you.

5. A comparison of our Agency Vital Records Program with those in other Federal agencies, State and Municipal governments and in some large industries indicates that ours is in excellent condition. We will continue our efforts to improve it, however, and I will welcome your ideas.

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Attachments



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